

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-6102 Key Control and Rekeying of Buildings and Facilities

This regulation sets forth procedures to provide for the security of campus buildings, facilities, personnel and property, insofar as keys and rekeying are concerned; and, to establish a program of accountability and responsibility for secure key control.

- (1) All academic and administrative buildings shall be locked other than during normal working hours or during officially scheduled events
- (2) Before an employee is issued a College key the employee's Vice President, Director, or Chairperson must approve issuance through Physical Plants' key issuance process
- (3) Individuals issued a College key are responsible for the security and proper use of their keys as follows:
 - (a) Safeguarding and using the key to access assigned areas for official College business only.
 - (b) Not loaning the key to any other person.
 - (c) Preventing the duplication of any key assigned to them.
 - (d) Locking doors, files, cabinets, etc., for which a key is issued.
 - (e) Reporting to campus police any condition the employee may observe which may jeopardize College property or personnel, including, but not limited to, doors that are taped open.
 - (f) Immediately notifying employee's supervisor, or when appropriate the campus police, when a key is lost or stolen.
 - (g) Returning keys to the employee's supervisor when no longer needed.
- (4) Violations. Violations of this regulation due to negligent behavior shall result in appropriate disciplinary action and/or a financial offset as laid out in Regulation 3-1002 Tuition and Fees Schedule.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-01-05, as Policy 6-010; Revised and renumbered 03-05-16; Revised 03-11-17 (technical amendment)